

**SNTK
Document
Conversions, LLC**

*Converting paper
into power*



Organizations have realized the many benefits of outsourcing document imaging services. The primary benefit of outsourcing is that our experienced staff of professionals and specialized equipment ensures a high level of data quality and integrity on your project.

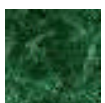
Located in the College Park, Md, we are a small business that can rapidly react to changes in requirements and technology. We specialize in converting diverse, large volume, legacy data to both image and text-based systems, this includes converting government classified and business sensitive documents.

Imaging Services

- OCR (optical character recognition)
- ICR (intelligent character recognition)
- PDF file creation
- Manual key indexing
- Forms Processing
- CD-ROM mastering and duplication
- Document Preparation
- On-site or off-site scanning services

Scanned Media Types

- Letter/legal/tabloid sized paper
- Microfilm
- Microfiche
- Books
- Photographs
- Large Format B&W and/or Color drawings
- 35mm Slides





As technology evolves at an increasing speed, we constantly stay abreast of those changes that can offer you the most reliable advantage. We can assist you with the cutting edge and warn you away from the bleeding edge of technology. Documents can be converted at our approved facility with an in-house capability of 20,000 pages per shift, and a capability of 24-hour operation, allowing us to meet the most stringent of requirements.

We have the knowledge and experience to assist your organization, should you require the implementation of a document management/retrieval system. This hardware/software system can be configured to your specific needs, either as a powerful knowledge-based search engine, or a simple database-driven retrieval system. In addition to imaging, we also offer Optical Character Recognition (OCR), with a >98% accuracy rate in multiple languages as well as forms recognition.





Experience

With over fourteen years of document conversion experience, our employees are able to handle any document. We pride ourselves on being able to pinpoint the needs of our clients, and to meet those needs accurately and consistently.

Dedication

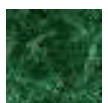
Our people like our company, are dedicated to providing superior document imaging service. Unlike others, we concentrate our training and experience in this area. We pride ourselves on our commitment to providing accurate solutions for each client. And by providing knowledgeable and devoted help, we can assist you in the most efficient manner possible.

Quality Control

Quality begins with experienced leadership and dedicated document conversion professions. Then, through the use of consistent procedures, industry-leading scanners, image improvement software, and attention to detail, we can ensure that only high-quality results are provided to you

Customized Solutions

The first step to providing the best solution for a client is the understanding that not all conversion projects are the same. From this premise we work hands on with each client by maintaining on going communication and testing desired solutions to develop the clients preferred finished product.





Indexing

Our staff can either assist you in creating an indexing scheme, or entering data into an existing system, which ever provides you with the best value. In many cases, we can capture the index information directly from your source documents. Depending on your need, the data to be attained can be simple or complex.


Security

The security of your documents is of great importance. Your paper documents can be received at our government-approved facility in lots up to 250,000 pages at a time, according to your delivery and storage requirements. Record handling is carefully controlled through established formal procedures. Once received, we will perform document control, document preparation, scanning, indexing, and quality control at our production facility. Our production process incorporates record safety and tracking of documents from the time of arrival, through return shipment to you.

Cost-Effective

As rapid technical changes continue to occur, we can assist your needs in many aspects. One aspect would be staffing, as your demands require. By taking advantage of our cleared facilities, we can support your in-house needs by increasing your productivity, and handle the overflow off site at our facility, thereby reducing your hardware requirements and costs. Some benefits of SNTK Document Conversions being a small business include the fact that we are positioned to expand or contract as your needs change. We are not burdened with the high costs of many large firms, and those savings are passed directly on to you.





We will provide you with the speed, experience, and flexibility to reduce your document storage requirements, increase your document retrieval capabilities, and lower your operational costs.

We are committed as an organization to treat each client as we would want to be treated. It is only by identifying with our clients that we can deliver quality results at a fair price.

Contact SNTK

Contact us today for more information on having your documents converted. A representative will discuss your project and prepare a detailed proposal including costs and sample output which will assist you in your decision-making process.

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